

INSTRUCTIONS FOR BACKFLOW EDUCATION FACILITIES ROSTER STUDENTS TO A COURSE

It is important the you roster individuals who take a course with you as soon as possible after the course completion. When you complete the rostering process, the online system places a certificate record on the individual's record. This record is required when the individual applies for or renews their backflow license online.

Use the following link to access the online licensing system:

<https://dphregprograms.iowa.gov/PublicPortal/Iowa/IDPH/common/index.jsp>

For assistance with finding a username or resetting a password, contact the OICO Help Desk: 515-281-5703 or 1-800-532-1174.


If you need assistance navigating the licensing portal after reviewing these instructions, contact the AMANDA Support Team: 1-855-824-4357.

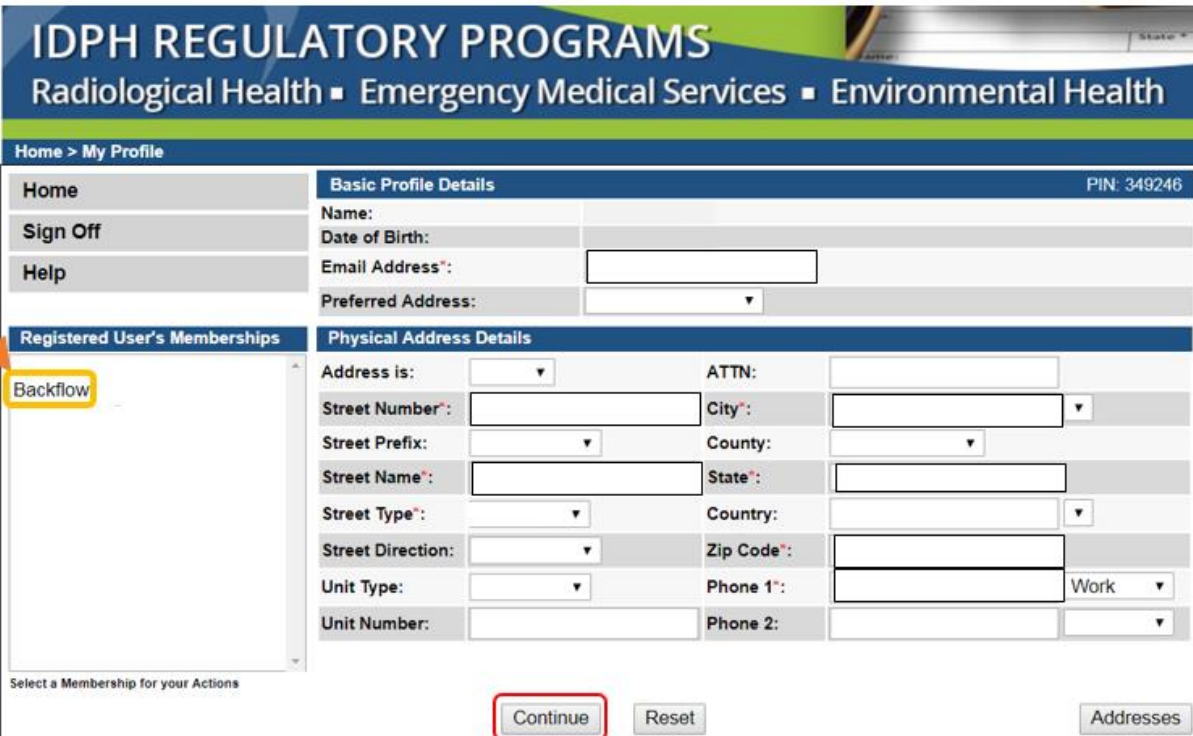
These instructions assume you have already created an A&A account & set up your Profile Page. If you have not created an account and set up your profile, go back to the IDPH Regulatory Programs page and follow the "How to create an account" instructions.

NOTE: You must use either **Google Chrome** or **Safari** when applying online.

STEP 1: SELECT YOUR EDUCATION FACILITY

Sign in to your existing account. If you have not created and account yet, visit <https://idph.iowa.gov/regulatory-programs/backflow> and follow the instructions to create an account.

Click on the name of your company on left side under Registered User's Memberships, then click Continue  under your profile.



IDPH REGULATORY PROGRAMS
Radiological Health ■ Emergency Medical Services ■ Environmental Health

Home > My Profile

Home
Sign Off
Help

Registered User's Memberships

Backflow

Select a Membership for your Actions

Basic Profile Details PIN: 349246

Name:
Date of Birth:
Email Address*:
Preferred Address:

Physical Address Details

Address is: ATTN:
Street Number* City*
Street Prefix County*
Street Name* State*
Street Type* Country*
Street Direction Zip Code*
Unit Type Phone 1* Work
Unit Number Phone 2

Continue Reset Addresses

STEP 2: VIEW EDUCATION FACILITY DETAILS

Click **Details** on the row for your Education Facility record.

The screenshot shows the IDPH Regulatory Programs website. The header includes 'IDPH REGULATORY PROGRAMS' and 'Radiological Health ■ Emergency Medical Services ■ Environmental Health'. A navigation bar shows 'Home > My Programs'. A sidebar on the left contains links: Home, Public Search, My Profile, New Company Registration, Apply for a Program, Sign Off, and Help. The main content area displays a table titled 'Programs for Total Backflow Resources'. An orange arrow points to the 'Details' link in the 'City' column of the 'Education Facility' row. Below the table is a 'Make Payment' button and a note: 'If you are an **Individual** and wants to apply for a New Individual License, click on **Apply for a Program** on the above.'

License #	Applicant	Program	Status	Issue Date	Expiry Date	City	Details	Online Services	Renew
		Education Facility	Active	01/05/2017		Salix	Details	Online Services	

[Make Payment](#)

If you are an **Individual** and wants to apply for a New Individual License, click on **Apply for a Program** on the above.

On the Details page for your facility, click **Add Certification** at the bottom of the page.

The screenshot shows the 'Backflow Prevention' details page. The header includes 'Backflow Prevention' and 'Home > My Programs > Program Details'. A sidebar on the left contains links: Home, Sign Off, and Help. The main content area displays a table titled 'Education Facility - BFTI' with columns: License #, Application Date, Issue Date, Expiry Date, Status, and Description. Below this is a 'People Details' section with a table for 'Role' and 'Name'. The 'Application Form' section has an 'Expand All' button. The 'License Processes' section has a 'Collapse All' button. Below this are two expandable sections: 'Application Review' and 'Course'. The 'Fees' section has a 'Fee List' table and a 'Payment' table. The 'Attachments' section has an 'Attachment Description' table. At the bottom, there are buttons for 'Online Services', 'Add Certification', 'Add New Attachment', 'Upload Attachments', and 'Back'.

License #	Application Date	Issue Date	Expiry Date	Status	Description
	01/05/2017	01/05/2017		Active	Initial Folder

People Details

Role	Name
Facility	Total Backflow Resources

Application Form [Expand All](#)

License Processes [Collapse All](#)

Description	Status	Requested Date	Expiry Date	Action
Application Review				
Ed Facility App Review	Complete	01/05/2017		
Course				
Course Request	Approved			
Course Request	Approved			

Fees

Fee List	Payment					
Bill Number	Description	Fee Amount	Payment Number	Payment Type	Payment Date	Payment Amount
7700	Backflow Tester Per Class Fee	\$50.00	3283	Check	01/05/2017	\$50.00
7703	BFTI APPLICATION-COURSE (Con Ed) Fee	\$0.00				
7699	BFTI APPLICATION-COURSE (Initial) Fee	\$200.00				
7697	BFTI APPLICATION-FACILITY (Initial) Fee	\$0.00				
	Total	\$250.00				

Payment

Payment Number	Payment Type	Payment Date	Payment Amount
3283	Check	01/05/2017	\$50.00
	Total		\$50.00

Attachments

Attachment Description

[Online Services](#) [Add Certification](#) [Add New Attachment](#) [Upload Attachments](#) [Back](#)

Total Due: \$0.00 [Receipt](#)

This will open a screen where you will link the individual to your account, and also record their attendance at your course. You will not need to roster them to a specific class session, just to the overall approved course.

The rostering/certificate process will involve 3 steps outlined on the following page(s).

STEP 4: ADD ROSTER

1) Select the course you are rostering to by checking the box to the left of the course name. 2) Click **Select Checked Certification**.

The screenshot shows the 'Backflow Prevention' software interface. At the top is a navigation bar with 'Home > My Programs > Program Details > Certification'. Below this is a sidebar with 'Home', 'Sign Off', and 'Help' buttons. The main content area is divided into two panels. The left panel, titled 'Select Certification', contains a table with two columns: 'Group' and 'Certification Name'. It lists two options: 'Backflow 5 hour Continuing Education' and 'Backflow Initial Course'. A red box highlights the checkboxes in the first column, with a green arrow labeled '1' pointing to them. Below the table is a button labeled 'Select Checked Certification', which is also highlighted with a red box and a green arrow labeled '2'. The right panel, titled 'Roster Attendees', contains a form with three input fields: 'License #', 'First Name', and 'Last Name'. A red box highlights the 'Search' button, with a green arrow labeled '3' pointing to it. Below the form is a button labeled 'Roster People Record', which is also highlighted with a red box and a green arrow labeled '4'. At the bottom of the interface is a table with columns: 'Attendee', 'Exam Date', 'Score', 'Result', 'Group Name', and 'Certification Name'. Below this table are buttons for 'Remove Certification', 'Add Attendee', 'Save', and 'Back to Program Detail'.

3) To add individuals to your education facility, begin by entering First Name and Last Name in the **Roster Attendees** box and click **Search**.

4) A list of individuals will appear in the box. Check the box next to the name of the individual you wish to add, and click **Roster People Record**.

Tips for searching individuals:

- Only search by first and last name, as all records may not yet be in the new database system during the rostering process.
- Entering the license number may not provide a result.
- Current licenses start with BPAT.
- It may be easier to search by last name only as there could be variations of an individual's first name if they have used a nickname.
- The individual will need to have a personal account in the system. If they have not yet created one you will not find their information. See instructions on "How to Create an Account" to assist students with this process.

Certification						
	Attendee	Exam Date	Score	Result	Group Name	Certification Name
<input type="checkbox"/>		06/02/2017	0.00	Pass	Backflow 5 hour Continuing Education	5 hour Backflow Continuing Education
<input type="checkbox"/>		06/02/2017	0.00	Pass	Backflow 5 hour Continuing Education	5 hour Backflow Continuing Education
<input type="checkbox"/>		06/02/2017	0.00	Pass	Backflow 5 hour Continuing Education	5 hour Backflow Continuing Education
<input type="checkbox"/>		06/02/2017	0.00	Pass	Backflow 5 hour Continuing Education	5 hour Backflow Continuing Education
<input type="checkbox"/>		06/02/2017	0.00	Pass	Backflow 5 hour Continuing Education	5 hour Backflow Continuing Education
<input type="checkbox"/>		06/20/2017	0.00	Pass	Backflow 5 hour Continuing Education	5 hour Backflow Continuing Education
<input type="checkbox"/>		06/20/2017	0.00	Pass	Backflow 5 hour Continuing Education	5 hour Backflow Continuing Education
<input type="checkbox"/>		06/20/2017	0.00	Pass	Backflow 5 hour Continuing Education	5 hour Backflow Continuing Education

Remove Certification **Add Attendee** **Save** Back to Program Detail

5 → 6 →

5) Click **Add Attendee**

Complete the fields as follows:

Attendee – Select the student from the dropdown. If you do not find their name in the dropdown, you need to go back to Step 2 and roster them.

Exam Date – Enter the last day of the course session the student attended.
Ex. If the student attended a course from 1/9/2017 to 1/13/2017, enter 1/13/2017.

Score – Put in score as applicable. If there is no score, just put in 0

Result – Select the proper selection for the individual. Note – Pass will need to be selected in order for the individual to successfully complete the backflow license process.

Group Name & Certification Name – This will automatically fill in.

Note: If you do not see the correct individual, please go back to Step 1 and reselect the correct check box. If you are able to see the individual's name in the dropdown, you do not need to repeat Step 2.

Students will continue to be rostered to the overall course, so this certification list and the Attendee dropdown list will continue to grow. You will be able to recognize what session date the individual attended by the end date entered in the Exam Date field.

6) Click **Save** after adding and completing Certifications for all attendees.